

**U.S. DEPARTMENT OF ENERGY
AND
NATIONAL NUCLEAR SECURITY ADMINISTRATION (NNSA)
*Senior Executive Fellows***

Administered by Kennedy School of Government at Harvard University

Objective:	<p>In today's world, senior executives need to be leaders as well as managers. But being a leader often means acquiring a new skill set. Functional expertise is overshadowed by the need to build coalitions, drive results and performance, and guide organizational change. The Senior Executive Fellows program provides you with practical, effective tools that can help you:</p> <ul style="list-style-type: none"> • Identify and analyze the challenges and opportunities facing your organization, and master them politically, as well as technically • Develop strategic plans of action using communication, negotiation, and coalition-building skills • Manage the tensions between long-term policy goals and short-term political pressures • Create an organizational environment that is responsive to change, but also true to its purpose and tradition
Eligibility:	The program focuses on skills associated with the Office of Personnel Management (OPM) executive core qualifications (ECQs) and is designed for federal government employees at the GS-14/GS-15 levels or equivalent.
Program Overview:	This program is designed to help senior executives develop integrated skills of strategy and leadership. It provides participants with effective tools needed to adopt a strategic leadership role that will enable them to look at issues from new perspectives and generate a wider range of possible solutions.
Components:	Through the case method, participants receive valuable training and practice in making decisions about real situations. Issues explored include cooperative versus competitive interactions with governmental agencies, political appointees, the media, as well as private sector organizations and individuals. You'll also have the opportunity to improve your leadership skills through problem-solving, simulations, role playing, group exercises, and team building experiences.
Cost:	A special tuition of \$14,400 has been negotiated for DOE employees. Tuition is the responsibility of the participant's organization, as are travel and per diem expenses. Tuition includes accommodations, most meals, and curricular materials. Travel costs will vary based on the participant's physical location.
Program Cycle:	Two sessions are currently accepting applications: February 23 to March 20, 2009; another session is scheduled for April 20 to May 15, 2009. Please be aware that the sessions fill up quickly.
Nomination Procedure:	<p>DOE Employees: Step 1: Each package must be coordinated through his or her training liaison/coordinator as well as your supervisor. Step 2: When coordinated and approved by your organization, complete a nomination package; it must include an application form (attached), a resume or curriculum vitae and typed responses to the essay questions. Step 3: For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in Course #001564, Session #0003 for the Feb 23-Mar 20, 2009 session; Course #001564, Session #0004 for the Apr 20 to May 15, 2009 session. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. Step 4: Submit nomination materials to Karen Lerma, Corporate Training Officer at (202) 631-9940 or via email karen.lerma@hq.doe.gov.</p> <p>NNSA Employees: N/A</p>
Points of Contact:	<p>DOE: Office of Human Capital Management Innovations and Solutions, Enterprise Training Services, Karen Lerma, Corporate Training Officer at (202) 631-9940 or via email karen.lerma@hq.doe.gov.</p> <p>NNSA: Molly Saenz, HR Specialist, NNSA Service Center, LCDD, (505) 845-4306 or</p>

	msaenz@doeal.gov .
Nomination Due Date:	<p>DOE Applicants: Continuous through February 5, 2009</p> <p>NNSA Applicants: October 10, 2008 (PLEASE NOTE: Nomination deadline has closed for this fiscal year).</p>
Cancellation Policy:	If a selected candidate has to cancel, please contact your Program Coordinator immediately so that we can work with your organization to help find a substitute. If a substitute cannot be found and the cancellation is submitted less than two weeks prior to the start of the program, tuition must be paid in full.
Additional Information:	<p>More detailed information on the program is available on the Harvard University's John F. Kennedy School of Government website:</p> <p>http://ksgexecprogram.harvard.edu/program/sef/Overview.aspx</p>